

Veterans' Preference Answers to Frequently Asked Questions

Below are responses to questions regarding the Veteran's Preference Status.

Do I need to submit the required documents each time I apply to a job?

Once you have sent the necessary documents to the Personnel Cabinet, the preference remains active indefinitely, and you will be automatically identified to the hiring agency as having the status each time your name appears on job registers. Therefore, you do not need to resubmit your documents.

When do I need to submit my documents in order to receive Veterans' Preference?

Candidates must submit the required documents such as the DD Form 214 to the Personnel Cabinet prior to any register being sent to the hiring agency in order to be identified as having Veterans' Preference. The preference does not apply to job registers that have been previously submitted to hiring agencies.

May I send my DD Form 214 or other documents via email?

For security reasons, it is not recommended that documents listing your Social Security Number be sent through email. Given the documents must list your Social Security Number to be processed, it is suggested they be faxed or mailed to the Personnel Cabinet.

Where do I submit my documents?

Please submit the appropriate documentation indicating an Honorable or General Discharge and other necessary records to Stuart Clark at 502.564.0512 or mailed to:

Applicant, Veterans and Recruitment Branch
Attn: Stuart Clark
501 High Street, 1st Floor
Frankfort, KY 40601

Applicants will be notified by email once the preference has been assigned.

Can I submit my DD Form 214, Member 1 (short version)?

Applicants must submit a copy of the Service 2 or Member 4 (long form) that lists the Character of Service as Honorable or General (Under Honorable Conditions). The Member 1 version does not list this required information thus it cannot be used to grant the preference.

How can I obtain copies of my DD Form 214 or NGB Form 22?

You may contact the National Personnel Records Center in St. Louis, MO to request copies of your DD Form 214 and other service records. The on-line process is quick and easy to complete. If Kentucky was your home of record upon entering the military, or you served in the Kentucky National Guard, you may also contact the Kentucky Department of Military Affairs' Military Records and Research Branch. If copies of your service records are on file with this agency, you can request them by fax, mail or in person.

Does checking “Yes” to the question: “Have you ever served in the military or have a qualifying event?” on the application grant me Veterans’ Preference?

Applicants must submit the required document(s) to the Personnel Cabinet in order to be assigned Veterans’ Preference. Simply, checking the “Yes” box will not permit the candidate to receive this status.

Will Veterans’ Preference guarantee me an interview?

Kentucky’s Veterans’ Preference law, KRS 18A.150, requires agencies to offer a certain number of interviews to applicants who have this status. This will depend on the number of candidates listed on the job register as officially designated by the Personnel Cabinet as having the preference.

As with all job seekers, veterans must meet minimum requirements for a job before an interview can be offered.

If there are more than five (5) applicants on the register identified as having Veterans’ Preference, the hiring agency shall offer an interview to a minimum of five (5) individuals including current state employees. However, it may offer interviews to more than five if it wishes. Should there be fewer than five (5) candidates entitled to Veterans’ Preference on the register, the hiring agency shall offer an interview to those individuals.

Can I claim Veterans’ Preference while still on active duty or a member of the National Guard or Reserve?

Yes. The preference is available to those who are currently serving as well as those who have separated from the military.

Am I eligible for Veterans' Preference if I served in the National Guard/Reserve but was never mobilized or called to active duty?

Yes. Provided the Character of Service was Honorable or General (Under Honorable Conditions), former members of these components are not required to have been called to active duty or mobilized to receive the preference.

Am I eligible for Veterans' Preference if military service did not occur during a time of war or conflict?

Yes. Provided the Character of Service was Honorable or General (Under Honorable Conditions), veterans are not required to have served during a time of war or conflict to receive the preference.